



CITY OF LONG BEACH
Department of Public Works

PROMOTIONAL / TRANSFER OPPORTUNITY

ACCOUNTING CLERK III

\$17.873 – \$24.414 per hour

THE POSITION

The Department of Public Works/Public Service Bureau has an opening for a full-time classified Accounting Clerk III. This position provides support to the Administration Division of the Public Service Bureau and reports to the Division's senior Administrative Analyst.

EXAMPLES OF DUTIES

- Performs various clerical accounting duties in the preparation, processing and maintenance of accounting records;
- Processes purchase orders in accordance with City Purchasing guidelines;
- Reviews Deposit Receipt records for accuracy, completeness, and verification of amounts and information provided;
- Inputs credit card deposit receipts in FAMIS system;
- Vouchers certified invoices and direct payments, scans voucher packets for review by Financial Management's Accounts Payable Section and approval by City Auditor;
- Prepares routine journal vouchers;
- Performs other related duties as assigned.

APPLICATION PROCESS

Interested candidates must submit a letter of interest and resume with detailed work experience no later than **4:30 p.m., Friday, July 17, 2015** to:

Public Works / Personnel Division
2929 East Willow Street
Long Beach, CA 90806
Jeanne.Mellor@longbeach.gov

Application packages will be evaluated to determine those best suited for the position. Those determined to be best suited for the position will be invited to participate in the selection process.

MINIMUM REQUIREMENTS

- This position is open to current City of Long Beach employees with classified status as an Accounting Clerk;
- Excellent interpersonal skills and the ability to interact with vendors and staff with courtesy and tact;
- Ability to work independently with minimal supervision and make sound decisions;
- Ability to work within deadlines while managing multiple assignments and priorities;
- Proficiency with a wide range of computer software, including Word, Excel, FAMIS/ADPICS.

This information is available in an alternate format by request to the Department of Public Works Personnel Division at (562) 570-4686. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your resume or contact the Personnel Division at (562) 570-4686.

AN EQUAL OPPORTUNITY EMPLOYER, THE DEPARTMENT OF PUBLIC WORKS VALUES AND ENCOURAGES DIVERSITY IN ITS WORKFORCE.